

Revised 5/31/2017



DOLORES

Secondary Schools

Athletics and Activities Handbook

Athletic Director: Chris Trusler

Principal: Jenifer Huffman

Superintendent: Scott Cooper

ACTIVITIES AND ATHLETICS

This handbook is a guide to the requirements all Dolores Secondary School participants shall follow. Use this handbook in conjunction with the Colorado High School Athletic Association (CHSAA) handbook to answer questions in regard to our athletic program.

CODE OF ETHICS

- Cultivate awareness that participation in athletics and activities is part of the total educational process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants
- Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants
- Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent
- Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants
- Avoid any practice or technique which would endanger the present or future welfare or safety of any participant
- Adhere to policies which do not force or encourage students to specialize or restrict them from participation in a variety of activities
- Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity
- Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco and any other mood-altering substances
- Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges
- Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss

PHILOSOPHY

As a participant in the Dolores School District, you exemplify *Dedication, Discipline* and *Determination*. The school district equates a quality program by the effort, character and integrity of its athletes. High School and Middle School Athletics and Activities should be coordinated as a cohesive program. To accomplish this effort, the High School Head Coach shall take a leadership role to ensure consistency in the areas of conditioning, discipline and expectations. However, each program shall maintain its own pre-season meetings and post season banquets to ensure program autonomy as well as separate participant age and physical maturity differences.

SPORTSMANSHIP

Sportsmanship is highly emphasized and positive behavior is expected by students, athletes, parents, guardians and fans at all Dolores sponsored events. We strongly encourage family members and students to share in our athlete's experience by attending games and activities: The Dolores schools will not tolerate any inappropriate behavior or unsportsmanlike conduct. Spectators must demonstrate positive behavior or that spectator may be asked to leave by an official, school personnel, administrator, or police officer. If the person resists leaving, the police will charge the person accordingly.

- A spectator who is removed from an event will forfeit his/her privilege of attending future contests – either home or away. If removed from a game, the spectator may have an opportunity to meet with the athletic director to try to resolve the issue. If the spectator shows up at future contests without resolving the issue, he/she may be charged with trespassing.
- If an athlete acts inappropriately (see guidelines presented in the Athlete's Code of Conduct), the coach is expected to take disciplinary action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules and expectations and discussed prior to competitive season.
- If a coach acts inappropriately, the coach will be dealt with by the Administrator. Consequences may range from verbal reprimand, to written reprimand, to suspension, to dismissal.
- Coaches are expected to set strong examples and should model expected behavior at all times!!

Who's Who in Dolores Schools Activities and Athletics

Band	Maggie Gillette	mgillette@dolores.k12.co.us
Baseball-HS	Rusty Hamilton	rustycasemx@gmail.com
Basketball Boys-HS	Larry Schwartz	lmschwartz@q.com
Basketball-Boys-MS	Michael Nielson	mnielson@dolores.k12.co.us
Basketball-Girls-MS	James Biard	jameslbiard@yahoo.com
Basketball-Girls-HS	Tiffany Hill	tiffany@pascosw.com
Cheer-HS	Alexis McLain	amclain@cortez.k12.co.us
Cheer-MS	Shauna Wark	swark@dolores.k12.co.us
Choir	Maggie Gillette	mgillette@dolores.k12.co.us
Cross Country	Lance Webster	lwebster@dolores.k12.co.us
Dolores Student Leaders in Community Service	Pam Pacheco	ppacheco@dolores.k12.co.us
Football-HS	Chris Trusler	ctrusler@dolores.k12.co.us
Football-MS	James Biard	jameslbiard@yahoo.com
Future Farmers of America	Kady Meyer	kmeyer@dolores.k12.co.us
Golf-Girls-HS	Monica Plewe	moniplewe@msn.com
Knowledge Bowl-HS	Pam Pacheco	ppacheco@dolores.k12.co.us
Knowledge Bowl-MS	Helen Reynolds	hreynolds@dolores.k12.co.us
National Honor Society	Karen Webster	kwebster@dolores.k12.co.us
Student Government-HS	Rob Mellott	rmellott@dolores.k12.co.us
Student Government-MS	Mike Nielson	mnielson@dolores.k12.co.us
Track-HS	Brooke Elder	belder@dolores.k12.co.us
Track-MS		
Volleyball-HS	Gina Hollen	ghollen@dolores.k12.co.us
Volleyball-MS	Dave Hopcia	dhopcia@dolores.k12.co.us
Wrestling-HS	Grant Hobbs	hobbs8207@gmail.com
Wrestling-MS	Grant Hobbs	hobbs8207@gmail.com

LEAGUE AFFILIATIONS

Dolores Secondary Schools are members of the San Juan Basin League (SJBL). The SJBL operates under the guidelines established by Colorado High School Activities Association (CHSAA), including all rules and regulations. Copies of the SJBL League Constitutions and By-Laws are available upon request from the Athletic Director. League/district affiliations are listed below:

SPORT

HIGH SCHOOL

MIDDLE SCHOOL

Volleyball
Football
Basketball
Track
Wrestling
Baseball

San Juan Basin (2A)
Southern Peaks (1A)
San Juan Basin (2A)
San Juan Basin (2A)
San Juan Basin (2A)
San Juan Basin (2A)
San Juan Basin (2A)

San Juan Basin
San Juan Basin
San Juan Basin
San Juan Basin
San Juan Basin
San Juan Basin
San Juan Basin

Student Activity Fees (JJD)

Middle School/ High School students participating in activities that are both subsidized, and provide a stipend for the sponsor/coach, must pay a participation fee for each activity or sport. Middle School students will be charged \$40.00 per activity/sport, and high school students will be charged \$55.00 per activity, not to exceed \$200 total for all sports per family per year. Any activity fee collected shall be used to fund the particular activity for which it was charged and not any other purpose.

All fees must be paid in the main office and a receipt will be given. Activity fees shall be refunded if a student drops or is cut from the team prior to the first contest.

SCHOOL IDENTIFICATION CARD and ACTIVITY CARD

The parent/guardian shall pay a \$10.00 fee for a school identification card. The identification card will allow the student entrance at no charge to any campus athletic event and middle school incentive program activity excluding CHSAA playoffs. The fee shall not exceed \$50.00 per parent/guardian family/unit. The fee assists in defraying costs encumbered by the athletic program and shall not be used for any other purpose.

ACTIVITY PASS

Family \$100.00

THE DOLORES BEARS BOOSTER CLUB

The Dolores Bears Booster Club is a non-profit, parent-run organization that provides support and promotes academics, arts, athletics, and other extra-curricular activities to the students of Dolores Secondary Schools. Funding support is made possible through Booster memberships, sponsorships, advertising, and concessions.

The Booster Club meets on the first Monday of each month at 5:30 p.m. in the Commons. Meetings are open to all members and guests. Meeting times and dates are posted in the Dolores Schools announcements. If interested please contact the Dolores Bears Booster Club for information on membership, volunteer opportunities, special events, sponsorship and advertising possibilities by going to the [THE DOLORES BEARS BOOSTER CLUB website](#).

CONCESSIONS

The Dolores Bears Booster Club is in charge of the concessions for all events. Groups wishing to raise money may work with the Booster Club and they will share the profits for that event. Forms to request working with the Booster Club may be obtained from the Secretary in the Main Office. The Athletic Director shall approval the application

COMPETITION CONDUCT FOR ACTIVITIES and ATHLETES

Athlete misconduct: (Reference CHSAA Handbook Article 22), Students receiving conduct violations during a contest (for example: 2 un-sportsman like behavior technical fouls in basketball) shall be immediately removed from the contest. In addition, the player shall not play in the next regularly scheduled contest. With a second violation during a season, the student shall be excluded from the next two contests. Additional violations, (in each sport) are outlined in CHSAA regulations, Article 22. A third violation will necessitate removal from the team.

COMPETITION CONDUCT FOR STAFF (IJOA-E1)

Coach or Sponsor Misconduct: (Reference CHSAA Handbook Article 22), A coach shall maintain reasonable self-control and is responsible for player misconduct. A coach ejected from a contest for committing unsportsmanlike act shall be suspended from coaching the next regularly scheduled match or contest at any level and is placed on probation. A coach placed on probation by CHSAA shall receive a letter of reprimand from the Athletic Director. Additional violations (in each sport) are outlined in CHSAA regulations, Article 22. The coach and the Athletic Director may develop a growth plan to assist and assure the coach models mature behavior at all times.

ACTIVITIES AND ATHLETICS CODE OF CONDUCT **INTERSCHOLASTIC ATHLETIC/ACTIVITY CODE OF CONDUCT** **PHILOSOPHY**

Dolores School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the **privilege** of membership on teams, squads, performing groups, clubs and other school organizations should conduct themselves as **responsible** representatives of the school. In order to assure this conduct, coaches and sponsors enforce a **CODE OF CONDUCT**. Furthermore, members of teams and organizations who fail to abide by the **CODE OF CONDUCT** and/or **SCHOOL RULES** are subject to disciplinary action. Members of teams and organizations, coaches/sponsors must always serve as examples of high moral character and must demonstrate appropriate academic commitment, expected from all students, coaches and sponsors. As recognized representatives of their school, members, coaches and sponsors are expected to exhibit appropriate behavior **during the season (activity) or out of season, in uniform or out of uniform, on school grounds or off school grounds.**

PURSuing VICTORY WITH HONOR: CODE OF CONDUCT FOR STUDENT PARTICIPANTS

The **ATHLETIC/ACTIVITY CODE OF CONDUCT** applies to any misconduct from the time student enrolls at Dolores High school until the time they graduate. They are subject to it regardless of whether or not they have signed it. Participation for interscholastic age student-athletes should be enjoyable and should also be a significant part of a sound educational program, embodying high standards of ethics while developing good character and other important life skills. Essential elements of character building are intrinsic in the concept of the six core ethical values: **TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND CITIZENSHIP** (the "Six Pillars of Character"). The highest potential of participation is achieved when learning from the T.E.A.M. concept (Teaching, Enforcing, Advocating and Modeling these values) and by committing, to the ideal of pursuing victory with honor. Good-faith efforts to honor the words and spirit of this **CODE** will improve the quality of all programs and the well being of all teammates.

Code of Conduct - Using and wearing the Dolores Secondary Schools logo "Bears" as affiliated with Dolores Schools is a privilege; it is not a right. Therefore, CHSAA and Dolores Schools RE-4A expect all school regulations to be followed. The Code of Conduct rules shall apply during the school year and the consequence shall follow season to season (season play spring to fall). A participant who is suspended from playing a sport may appeal for reconsideration following the guidelines listed in Due Process.

Attendance: A participant must be in attendance at school for the entire school day in order to participate in any school-sanctioned activity that is conducted on that day. Only in cases of emergency or extenuating circumstances, shall the Principal or Athletic Director (designee) grant an exception to this limitation.

Citizenship: A participant's negative behavior detracts from the integrity of the Dolores Secondary athletic/activity program. Any behavior referrals administered to a participant shall be forwarded to the Athletic Director. The Athletic Director shall ensure the coach administers a consequence according to team policy.

Criminal: A participant charged with using drugs, alcohol, steroids, public affray, DUI/DWI or any felony shall not participate until s/he is found not guilty of the offense or has repaid his/her debt and released by the court system.

Expulsion: No expelled individual shall participate in any Dolores activities or CHSAA sanctioned athletic/activity. The individual is not allowed on school property for the period of the expulsion up to one calendar year.

Quitting: A participant, who quits an activity/sport three (3) weeks into the season, shall be suspended from participation for the remainder of the season. The student may petition the coach and the Athletic Director to regain eligibility for the next activity/sport season.

Removal: A participant who is asked to leave an activity/sport due to attitude or insubordination issues or a violation of the Code of shall be suspended from participation.

Suspension: A participant who is suspended out-of-school shall not participate at practice or competition during the term of the suspension, or be present on school grounds or at school-sponsored activities.

Disciplinary consequences for violating **PURSuing VICTORY WITH HONOR-CODE OF CONDUCT FOR STUDENT PARTICIPANTS** may range from a verbal warning and/or conference with the coach, sponsor, or Athletic Director to suspension from part or all of the season. The Athletic Director has discretion to evaluate the circumstances surrounding and the seriousness of the violation and invoking disciplinary action.

Additional Specific Rules of Conduct

- 1) No student may knowingly possess, have under his/her control, prepare, use, purchase, offer to purchase, sell, offer to sell, administer, dispense, give, furnish, or deliver to another, nor may any student be under the influence of:
Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to alcohol, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, steroid or barbiturate;
Any simulated controlled substance or dangerous drug as defined by state and federal law without regard to amount;
Any abusable glue, aerosol paint, or any other volatile chemical substance used for a purpose not intended by the manufacturer;
Any other intoxicant or mood changing, mind-altering, or behavior-altering drugs, including pills and other over-the-counter stimulants and sedatives used in a manner not intended by the manufacture;
Any drug paraphernalia, standard and non-standard (including vapor pens), determined by school administration.
- 2) No student may use/consume/possess tobacco products of any type (including Vapor pens.
- 3) No student may engage in conduct that adversely affects the secondary school or school district, including conduct that damages the reputation or image of an activity group or athletic team during the school year and/or during summer periods.
- 4) "No student-athlete will engage in Hazing/bullying behaviors. Hazing/bullying is an abusive behavior which also harms victims and negatively impacts a team and school culture by creating an environment of fear, distrust, intolerance and intimidation. Dolores is committed to providing a competitive environment that promotes respect, tolerance, and equality."

The following consequences will be imposed for violations of the rules above. Additionally, if the violations occur on campus or during the school day, school discipline rules will apply.

First Offense: The student and parent/guardian will be required to meet with the student's counselor, grade level administrator, and the Athletic Director. . The student will be suspended from participation in an extracurricular activity for 50 percent of the consecutively scheduled games/events (including playoffs) in the season established by CHSAA and the Athletic Director. The 50 percent suspension will take place in an activity in which the student is currently participating, may carry over to and/or be enforced in the next season of an activity that the student has previously participated in, or an activity that the student has never participated in if the coach/sponsor of that activity has given the student permission to participate. The suspension must be at the level at which the student most often participates. If the student goes out for an activity in which he/she has not participated before, they must complete the season to the satisfaction of the head coach/sponsor and the Athletic Director in order for the suspension to count.

Second Offense: A second offense will render the student ineligible to participate in any extracurricular activity for the remainder of the season in which the violation occurred, plus the next two activity seasons. In addition, any student elected or appointed to a position of leadership (such as team captain, club president) will be removed from the office or position. Upon completion of the suspension, the student may participate in extracurricular activities, but may not serve as an officer or be appointed to an office the remainder of the school year.

For both a first or second offense that involves an infraction for Rule 1 or 2, the student will be referred to the Drug/Alcohol Counselor and required to complete their recommendations. A letter from the Counselor verifying compliance must be submitted to the Athletic Director. Failure to meet this requirement will result in suspension from participation in all activities.

Third Offense: The third offense will render the student ineligible to participate in any extracurricular activity for the remainder of his/her high school career.

Self-reporting: It is the intent of Dolores Secondary Schools to assist students in taking responsibility for their own actions and to encourage honesty. Therefore, any student who voluntarily admits to a violation of the Conduct Rules before he/she is otherwise reported will be shown leniency by a reduction of up to 50 percent of the stated consequence with a minimum of 30 hours of approved community service.

To receive the benefit of self-reporting of a Rule 1 or 2 violation, the student must report the violation to their coach/sponsor, or the Athletic Director, prior to them receiving knowledge of it by other means. Leniency for self-reporting will only be shown once during a student's four-year high school career.

Participation in practices: Students who have been suspended from participation as a consequence of a code rule violation, but intend to continue in the activity will be required to practice unless prohibited by law. Students under school district suspension/expulsion will not be allowed to participate or practice for the duration of the suspension/expulsion.

Notification: Any participant accused of misconduct will be notified as soon as possible of any allegations, investigation, and disciplinary action imposed by the Athletic Director or designee. The Athletic Director may impose restrictions on the participation of a student pending any disciplinary action and has discretion to evaluate mitigating circumstances and modify any disciplinary action invoked under this code subject to the approval of the principal. In cases where there has been a violation of this code, the Athletic Director will determine the appropriate action(s) to be taken.

Prohibited Conduct and Consequences: The Code of Conduct applies to any misconduct from the time a student enrolls in Dolores Secondary Schools until the time they graduate and to misconduct on or off school property. Any instance of misconduct during the year, including breaks (i.e. Winter, Spring and Summer), will result in the student participant being referred to the activities director for disciplinary action. A student is subject to the Athletic/Activity Code of Conduct as of the date he/she enrolls at Dolores Secondary Schools until the time they graduate regardless of whether or not they have signed it.

Students who are involved in activities/athletics are required to abide by the Athletic/Activity Code of Conduct. In addition, students who are enrolled at Dolores Secondary School are required to abide by the school district's student conduct and discipline code. Disciplinary consequences for violation of the Athletic/Activity Code of Conduct or the school district student conduct code may include any and all consequences outlined in the school district conduct code and the Athletic/Activity Code of Conduct.

Definitions:

CHSAA – Colorado High School Activities Association

Out-of-season – **any performances, activities, events, or competitions which take place outside the season established by the governing body of the activity.**

Suspension – exclusion only from performances, events, or competitions

Three strikes – **a student who has three violations of the Code of Conduct cannot participate in any extra-curricular program for the remainder of his/her career.**

SCHOOL ATTENDANCE

All student athletes are expected to attend school and practice: Students who have any unverified or unexcused absences during the week will be ineligible to compete in any competition during that week.

PRACTICE ATTENDANCE

Student athletes are expected to be at all practices. Coaches develop practice plans for based on attendance of all team members. Any unexcused absence will result in a reduction of playing time and/or no playing time during the next game after an unexcused absence.

Game day Attendance

Students must be in Attendance all day on the day of a competition (or the last day of the week for weekend competition), to be eligible to participate that day. Medical or pre-arranged absences must be approved by the Athletic Director or designee.

COMMUNICATION

Code of Conduct - All coaches shall support and enforce the Athletic/Activity and school Code of Conduct regulations and report any misconduct as soon as possible to the Athletic Director. Should a school infraction occur at an away event, the Head Coach or Sponsor shall contact the Athletic Director. As soon as possible, the Athletic Director will notify the Principal.

The Principal and Athletic Director shall conduct all investigations that involve criminal behavior. The Head Coach must actively participate in the investigation unless circumstances must exclude him or her in effectively gathering the facts.

24-Hour Rule- The Dolores programs shall follow the 24-hour rule for athletic/activity meetings. Please refrain from scheduling meetings with coaches 24 hours before or after a competition. No parent, guardian or family member should approach a coach for any reason before, during, or after a practice or game, in front of other students or parents for the purpose of questioning a decision made by the coaching staff. Failure to follow these guidelines will result in a penalty of reduced playing time for their student athlete. We are here to set good examples for our student athletes. A second violation may result in a ban from practice and/or games.

Chain of Command - Parents, colleagues, community members and students shall follow chain-of-command to address any concern: Assistant Coach (if applicable), Head Coach, Athletic Director, Principal, Superintendent, and Board of Education.

Eligibility - The Athletic Director shall provide the student ineligible list to the staff each week. The Athletic Director shall monitor student eligibility; however, the head coach is

responsible for ensuring his/her athletes are eligible to participate in any event.

Emergency - Should a student become injured at an event, the Head Coach or Sponsor shall be in-charge. If appropriate the Head Coach will contact the EMTs and the Athletic Director. As soon as possible the Athletic Director or Head Coach will notify the Principal of the student's status.

Pre-Season Meeting - The Athletic Director shall host a parent and participant work session each August of each school year. The Head Coach shall host a pre-season meeting per sport each Fall, Winter, and Spring as applicable. The attendance roster shall be filed with the Athletic Director within one week of the meeting.

CONDITIONING

Every coach or sponsor is required to assess the health, physical and maturational readiness skills and physical condition of athletes. Every athlete shall be medically screened in accordance with CHSAA and school Eligibility regulations before participating in practice or competition. Injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician.

DONATIONS (KCD)

All donations of \$100 or more shall be approved by the Board of Education. The coach or sponsor shall through the Principal request to be placed on the Board agenda. Any check or cash funds shall be deposited into the appropriate account at the District Office.

DUE PROCESS

A participant accused of wrongdoing is guaranteed due process and given the opportunity to state his/her case. There are two approaches within the opportunity of Due Process: proactive and reactive. We encourage proactive response. When a participant is in violation of the Activities and Athletic Code of Conduct, he/she may appeal for reconsideration by writing a letter for the appeal addressed to the Athletic Director signed by the participant and the parent/guardian with a copy to the Principal at least two weeks prior to the season of the sport. The appeal committee shall include the Athletic Director, Head Coach (of the sport), Assistant Coach (if applicable) and two teachers. The Principal shall chair the appeal. The committee's decision shall be final.

ELIGIBILITY (JJJ-R)

General Eligibility Requirements:

Participation in interscholastic activities as part of a school's educational program is a privilege and not a right. (CHSAA bylaw 1710). It is recommended that schools imposing local standards of eligibility notify participating students of these standards; however **it shall be the student's duty to inform himself/herself as to such standards and to ensure that he/she maintains eligibility (CHSAA by 1700.11)**. Students wishing to participate are required to meet standards of personal behavior and academic performance, which are related to school purposes. If a student does not abide by the policies, he/she will be rendered as an ineligible participant.

Prior to Participation

Athletes shall not participate in a practice, scrimmage or game until the required clearance forms are on file with the Athletic Director

- * A current physical form signed by a doctor
- * A signed insurance form
- * A signed emergency treatment form
- * A signed parent permission form
- * A signed Dolores Athletic Code of Conduct form

The Athletic Directors office shall collect and organize the forms alphabetically and file the documents with the Athletic Director. The Athletic Director shall file the original forms/check sheet attached prior to the first practice of the season.

Colorado High School Activities Association (CHSAA)

Dolores High School shall follow the CHSAA Section 17, General Eligibility, Section 18, Student Transfer. Inform the Athletic Director if you have any student who:

- Is a transfer student from another school district or was home schooled the previous year
- Is ineligible due to grades
- Is 19 years of age or older prior to August 1st
- Is expelled or negotiated a withdrawal from another school
- Is permitted make up work after the semester
- Is in his/her 8th consecutive year of competition
- Is a foreign exchange student

Weekly Eligibility and Grades

Each Monday afternoon, the Athletic Director shall compile a weekly list of ineligible participants. Students must maintain a minimum cumulative Grade Point Average of a 2.0 and have no failing grades in any of their classes to remain eligible.

A 60% or below is a failing grade. The Athletic Director will send a warning email to each student that has a D or F in any class each Thursday. Final eligibility will be conducted each Monday at 3pm.

A warning week will be given once per school year to provide time for improvement. The first time a student is on the ineligible list, that student will be given a warning. The student will be allowed to participate during their warning week. The second or any future time the participant will be ineligible regardless of the class they are currently failing. The student will be ineligible for activities and contests for one week

Ineligible participants will be notified each Monday by the Head coach. The Athletic Director and the coach are responsible for ensuring only eligible students participate in the sport or activity. Ineligible students are not allowed to travel to away games. They cannot suit up, nor sit on the sidelines, team bench or dugout or wear their game jersey...

Middle School students that receive a failing grade in any of their classes for the quarter shall be declared ineligible for the following two weeks. Regular weekly eligibility will remain in effect during and after the two-week period.

High School students passing all of their classes at semester, yet earning a cumulative Grade Point Average of less than a 2.0 will still be allowed to participate in the activity or sport at the start of the next semester.

Eligibility-Code of Conduct

In the judgment of the Principal and staff of the student's school he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship (CHSAA bylaw 1720.b). Students who are suspended or are in serious violation of the Code of Conduct will be ineligible for one competition/activity.

Equipment Check-Out/In

A student who has not returned his/her uniform and equipment is not eligible to participate in the next season sport. The most recent season coach shall ensure his/her student has returned any outstanding uniform or equipment prior to participating in the next season sport.

FACILITY

The coach shall report in writing any hazardous playing environment to the Athletic Director. The Athletic Director will forward the information to the Maintenance Director and the Principal. All building codes and laws must be observed at all times.

FEES (JQ)

The District shall prepare a complete list of student fees. A coach or sponsor shall not charge or collect a fee, which has not been approved by the Board.

A group or team may agree to pay for transportation or fees for an unscheduled event. The funds shall be deposited into the appropriate account at the District Office at least three (3) days prior to the scheduled departure.

FIRST AID

The Athletic Director will supply each coach with a first-aid kit. The coach is responsible and shall maintain adequate first aid supplies and request additional supplies from the Athletic Director. All Head Coaches and must hold current First Aid/CPR cards.

FUNDRAISING (JJE)

The coach or sponsor may obtain an application form for fundraising from the Main Office. All fundraising must be preapproved by the Principal and/or Athletic Director and recorded on the central calendar in the MS/HS office. The fundraising event shall not commence prior to receiving approval. The Coach or Key Communicator must obtain a tax-free exempt number from the District office. The Coach or Key Communicator shall receipt the funds at the district administration office as soon as possible after collecting the funds.

INCLEMENT WEATHER (EBCE)

School closings due to inclement weather may result in the cancellation of a game and or practice. Coaches must contact the Athletic Director who will consult with the Principal in order to make the final decision regarding a cancellation of the activity. Coaches are responsible for contacting their players.

INHERENT RISK OF PARTICIPATION

Coaches are required to inform and alert students and parents about inherent risks associated with the particular sport. The coach shall also provide instruction about the equipment and facilities used in association with the activity/sport. The coach and sponsor shall also ensure athletes are properly equipped with clean, durable and safe equipment. Protective equipment that must carry a National Operating Commission on Safety in Athletic Equipment (NOCSAE) certification shall be checked for proper fit and Wearing.

INVENTORY

The Head Coach or sponsor shall be responsible for the care, issuing and secure storage of equipment and uniforms. The inventory shall be submitted to the Athletic Director at the post-season evaluation meeting. The equipment and uniforms shall be cleaned and stored neatly in the designated area. It is the Head Coach's responsibility to collect inventory from his/her athletes.

LETTERING

Only one athletic letter may be given to a participant during his/her high school career. Each sport and/or year after that, if a letter is earned, a pin or service bar will be awarded.

All requirements, including completion of the season, playing in a minimum of 50% of the scheduled competitions, must be met before an athlete can be recommended for a letter. A student may be denied a letter for misconduct that detracts from the program's integrity. The Athletic Director must approve this recommendation.

Hardship Award: Any boy or girl who is injured or ill (during the course of the season) and who, in the opinion of the coach, would have earned an award had the injury or illness not occurred may be considered for an award. If because of an unforeseen problem in the family, an athlete is forced to discontinue competition and has not earned an award, the coach may consider this athlete for an award. A student awarded a Hardship Award must be present for all games, events, and practices that he/she is able.

MONEY

All money collected must be deposited with the office as soon as possible. No money over \$100 shall be stored at the school. The coach or sponsor shall make arrangements through the Athletic Director for an extenuating circumstance. The Athletic Director will notify the Principal or designee. Each time money exchanges "hands," a receipt shall be completed. Checks for activity trips shall be picked up at the Administration Office one day prior to the activity. The Athletic Director or designee shall pick up a requested moneybox by 1:00 PM the day of the event. No checks or money boxes shall be sent via the school mail.

NHS membership: Membership is open to Sophomores, Juniors, and Seniors who have attended the school for the equivalent of one semester and who have a cumulative GPA of 3.4. Students who meet the scholastic requirement (after first semester grades are calculated) will be invited to submit an application to be considered for membership. Completing the application is no guarantee of membership. Students who meet the scholastic requirement are then evaluated by the faculty council on the basis of demonstrated leadership, service, and character.

ORGANIZATION

The Coach shall develop a playbook which shall contain the Activities/Athletics Code of Conduct and Discipline procedures. The playbook shall include the sport “key communicator” name, email and phone number. The Coach shall keep accurate statistics, attendance and tardy records. Accurate data will serve to support team play decisions.

- **Citizenship:** A participant’s negative behavior detracts from the integrity of the DMS and DHS athletic/activity program. Behavior referrals administered to a participant shall be forwarded to the Athletic Director. The Athletic Director shall ensure the coach administers a consequence according to team policy.
- **Eligibility:** Coaches are encouraged to develop a system to ensure eligibility that places accountability onto the student. A standard template may be obtained from the Athletic Director.
- **Lettering:** Coach practice-rules must include lettering requirements for the sport.
- **Practice:** Coach practice-rules must compliment the athletic attendance policy. Coaches are required to communicate with and provide support for each other’s season and student interests

ATHLETIC/ACTIVITY PERSONNEL (GDE/GDF-R)

Staff has priority for extra-curricular assignments and coaching positions. Positions will be posted internally first. In the event that no suitable applications are received from Dolores teachers for a particular coaching assignment, CHSAA, Colorado Department of Education, and Dolores Schools guidelines will be followed for the hiring of coaches. The position shall be posted within the school or advertised accordingly. At the high school level, non-certified coaches; that is, individuals who do not have a teaching certificate, must complete an approved coaching certification program as mandated by CDE. All non-Dolores personnel will submit completed applications, fingerprint verifications and criminal background checks BEFORE having any contact with Dolores RE-4A students. The Athletic Director and Head Coach will interview and make recommendations for the Assistant Coach positions. The Board of Education shall make the final approval of all appointments.

Hiring Process: As soon as possible after receiving an employee resignation, and forwarding it to the District Office, the Principal and Athletic Director shall designate an interview committee. The committee shall determine a reasonable time-line for in house posting or general advertisement regarding the search for a qualified applicant. The Request to Advertise from will be sent to the District Office for processing. The Head Coach shall participate in the Assistant Coach hiring process. The Principal shall forward the request in writing. An interview committee will be formed with a combination of parents, staff, students, and School Board members. An effort will be made to fill the committee with stakeholders in each area, but is not necessary to have a complete representation.

Evaluation: The Athletic Director shall conduct the Head Coach evaluations following each sport/activity season. The evaluation will include: The end of season report, equipment inventory, and formal evaluation by the Athletic Director. The Head Coach will evaluate his/her Assistant Coach('s). These will be completed and discussed no later than one month from the end of the school year. The coach shall adhere to all requirements outlined in the Dolores Secondary Schools Athletic/Activities handbook. Recommendations for continuation of employment will be made at the end of each activity/sport season.

Termination: A coach position is considered an "at will" employee position. A coach may be terminated at any time. A coach is responsible for the actions of themselves, their staff, and their participants in accordance with the Dolores Athletic/Activity expectations. Any coach or sponsor terminated for violating the criteria and conditions outlined in the Athletic/Activity Handbook is ineligible to apply for any coach/sponsor position for 2 years from the date of termination.

PURCHASE REQUISITION (DJB)

All purchases and/or orders for supplies, materials and/or equipment or any other request or transfer of funds shall require a purchase order number. The purchase order (P.O.) shall be approved by the Athletic Director or designee prior to the assignment of a number. No purchase may be placed without an assigned P.O. number. The District shall reject any purchases or orders made which do not follow the required process. Payment for or return of the rejected item shall be the responsibility of the individual who made purchase or order.

A Purchase Order request may be obtained from the Athletic Office. The coach or sponsor shall allow at least seven (7) days from date of issue for the P.O. request to be processed. Allow at least three (3) days from date of issue for the P.O. to be processed at the site level. The form shall be complete or it shall be returned. Specifically, it shall include vendor, individual requesting the P.O. number, date issued, delivery date needed, fund, quantity, description, unit cost and the estimated cost of freight. The P.O. must be totaled.

Any staff wishing to requisition equipment or supplies costing more than \$1500 shall obtain at least three price quotes or provide the District with the particular specifications that warrant the higher price or the single bid.

ROSTERS

All coaches will notify the Athletic Director and staff of their team rosters. They must also provide game departure times and a list of student athletes/managers who are going to miss class. The coach/sponsor must take attendance in the travel vehicle and bring it to the office prior to departure. An email reminder should be sent out on the morning of the event. It is the responsibility of the student to make up any work that is missed. Travel Rosters must be submitted to the Athletic Director via email 24 hours before departure time.

SUPERVISION

Supervision of players and managers is the responsibility of the Head Coach and his or her assistants. Measures should be taken to insure that quality supervision is taking place during all practices, games, tournaments, and travel. Playing facilities and equipment should be routinely checked to make sure they are safe for use.

Each coach or sponsor shall be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury trauma in an appropriate manner. Further, each coach or sponsor is required to ensure that facilities are locked and that students are denied access when a staff member cannot be physically present to supervise. The coach or sponsor must also control reckless player behaviors.

TEAM FORMATION

Athletes must know where they stand in relationship to other team members and what their expected role will be. The coach is expected to regularly communicate participant expectation and position on the team. The Junior Varsity team is considered the developmental team, and as such, should not have Varsity players playing down for the express purpose of winning. It is the philosophy of Dolores Schools that the athlete can only learn from game situations by playing the game for which s/he has practiced.

Fundamental skill development shall be the primary goal of middle school programs. The A teams shall consist of the highest skill level players while the B/ C teams shall be considered developmental squads. All players shall play in scheduled contests, with the exception of tournament play. At the high school level, athletic skill levels will determine squad placement. At both the middle school and high school levels, no advanced player shall play down. However, a coach may move an advanced player down to insure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level.

The Head Coach has a duty of care to match competition. This responsibility may be an exception to the team formation rule.

TRANSPORTING STUDENTS

All athletes shall travel with coaches in district vehicles to all athletic contests sanctioned by the School District. A participant who misses the bus shall not compete at the scheduled event on that day.

A student may be excused from returning from the event on the school bus if s/he will be transported by a parent/guardian of another team member. The student shall complete the permission process at least one day prior to the event. A Pre-Arranged Activities Release request form may be obtained from the office. The student shall obtain the signature of the coach, the Athletic Director, the parent/guardian and the parent/guardian providing the transportation prior to submitting the request to the Principal. The approved/denied request shall be on file in the office. The student shall check in with the appropriate coach before leaving the event site.

Should a special circumstance exist, the student shall complete the permission process no later than one week prior to the event.

TRAVEL

Athletic and Activity Field trip and Travel Procedures Getting Started:

- An agenda/itinerary for the trip must accompany the request (must include time frame for activities) must be presented to the Athletic Director prior to departure.
- Unsupervised student time in the agenda will not be approved. Students are to be supervised at all times by the coach/sponsor.
- Parents can be chaperones provided they complete a background check with Dolores Schools.
- Students and parents will sign a behavior expectations contract before the overnight trip.
- All adults chaperoning a trip will have each other's phone numbers.
- Students are expected to follow all Dolores secondary school code of conduct rules. Violations of any of the code of conduct rules will result in consequences outlined in the rules. Major violations will result in parent contact and may require parent to pick up student at their parents expense.
- Upon arrival to an away event, students will remain on the bus while the Head Coach inspects the locker area. Contact the Athletic Director if pre-existing damages are found. After all students have left the locker area, the Head Coach will inspect for cleanliness and damage. Damage must be reported immediately.

Overnight Trips:

- A mandatory meeting for students and parents will be held before the trip to review the itinerary, guidelines and expectations for the trip. (Groups that take multiple overnight trips can hold one meeting at the beginning of the year.)
- Students will report to their assigned chaperone throughout the trip.
- Luggage will be inspected before being loaded under the bus. Luggage will not be unloaded until the bus reaches their destination. The parental inspection luggage form must be presented to the coach/sponsor prior to departure.
- Luggage and rooms are subject to search at any time.
- Chaperones will ask students to empty their pockets and will check the contents of all bags (purses, backpacks, athletic bags, etc.) before they board the bus.
- Head Sponsor/Coach /Chaperones will take roll as the students board the bus.
- If a student leaves the bus before departure, the student and their belongings will be checked again before re-boarding the bus. This process will be followed anytime students leave the bus.
- Chaperones will sit in various locations throughout the bus. This is a good time to get to know students.
- Chaperones will take roll as the students leave the bus and discuss with students the agenda and next check-in time.
- If students are expected to go to meals on their own, they must go in groups with a chaperone.
- No student is to get into a car or other form of transportation unless they are with a coach or chaperone. This includes a vehicle with your parents.
- When returning from the field trip chaperones will again check bags, take roll and report roll to the Head Sponsor/Coach before boarding the bus.
- Head Sponsor/Coach will have all the student's permission forms, behavior contracts, cell phone numbers and medical forms with them on the field trip.
- If a field trip returns after school is out two chaperones (one of which is the Head Sponsor/Coach) will wait until all students have departed or have been picked up by their parents.

Hotel Procedures

- Students will be assigned to rooms before leaving on the trip. Anytime students are in a room not assigned to them (working on a project, watching TV, etc.) the door must remain open.
- Students have a curfew and are required to be in their rooms at that time.
- All rooms will be checked at curfew. Chaperones will verify that the students in the room are the students assigned to the room and chaperones must see all students assigned to the room. (The chaperone will come back to the room if a student is in the bathroom or shower.) Chaperones will review with the students the schedule for the next day at this time.
- After bed checks have been completed it is suggested that chaperones meet to discuss any issues or concerns and the schedule for the next day. Rooms should be taped before chaperones go to bed and checked in the morning. (A room list will be submitted to the Athletic/ Activities Director)

Students traveling with the group but not returning with the group

If a student is not returning with the group, the student must complete and submit to the Head Sponsor/Coach a Parental Transport to Release Form 48 hours before leaving on the trip. If this form is not completed and submitted prior to departure the student will return with the group. Any violation of school rules or procedures should be reported to the Dolores Secondary Administration immediately.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

The FERPA affords parents and students over the age of eighteen (18) years of age certain rights with respect to students' educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parent or student must submit a written request.
2. The right to request the amendment of the student's educational record that the parent or student believes are inaccurate or misleading. Parent or student must submit the request in writing, clearly stating what is inaccurate or misleading and why. If the district decides not to amend the records as requested, the district will notify the parent or student of the decision and advise them of their right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure, is permitted to school officials with legitimate educational interests. A school official has the legitimate interest if the official needs to review an educational record in order to fulfill his/her responsibility.
4. The right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

2016-17 DOLORES ATHLETIC STUDENT-PARENTS HANDBOOK SIGNATURE PAGE

I/We acknowledge that we have received and read the Dolores Activity/Athletic Handbook. Detach, sign and return this form to your building Athletic Director once you And your student has reviewed the information. I/We understand that the policies contained in this handbook are binding and the extent of the potential consequences of any violations by my child.

Student Printed Name _____

Student Signature

Date

Parent Signature

Date